

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES
CLASS SPECIFICATION

FIREARMS ELIGIBILITY ANALYST TRAINEE

POSITION CODE: 15370

Effective: 01-01-14

DISTINGUISHING FEATURES OF WORK:

Under immediate supervision, for a period of six to twelve months, participates in an intensive formal classroom and on-the-job training program designed to develop knowledge, understanding and practical skills needed to determine Firearm Owners Identification (FOID) card and/or concealed carry permit eligibility. Receives training and closely monitored, progressively responsible work assignments in the review, analysis and interpretation of criminal and mental health history entries (referred to as criminal history and mental health history "hits"). Completes the Law Enforcement Agencies Data System (LEADS) on-line course and LEADS Less Than Full Access Certification Exam. Receives formal classroom and on-the job training in various areas such as: researching and interpreting federal, out-of-state, and State of Illinois statutes; researching open arrests and dispositions, probations, and conditional discharges; making FOID card and/or concealed carry permit eligibility decisions in compliance with state and federal laws; and developing, enhancing and refining communication, telephone and interpersonal competence skills. Receives on-the-job training to develop and refine skills in performing Internet research in various areas [e.g., finding and accessing on-line court systems, accessing various Federal Bureau of Investigation/National Instant Criminal Background Check System (FBI/NICS) websites, obtaining information on alien status from Immigration and Customs Enforcement (ICE)].

Incumbents who do not successfully complete the prescribed Law Enforcement Agencies Data System (LEADS) certification exam during the training period will be terminated.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Receives training and closely monitored, progressively responsible work assignments in the review, analysis and interpretation of criminal and mental health history hits received from federal, state, and in-house databases; develops and refines skills in determining if criminal history hit(s) meet federal, out-of-state, or State of Illinois firearms prohibiting criteria. Completes the Law Enforcement Agencies Data System (LEADS) on-line course and LEADS Less Than Full Access Certification Exam.
2. Receives formal classroom and on-the job training in researching and interpreting federal, out-of-state, and State of Illinois statutes to learn how to distinguish between state and federal misdemeanor and felony charges and the classification of such charges for each criminal history entry.
3. Receives formal classroom and on-the-job training in researching open arrests and dispositions, probations, and conditional discharges.

FIREARMS ELIGIBILITY ANALYST TRAINEE (continued)

4. Receives formal classroom and on-the-job training to develop and refine skills in making FOID card and/or concealed carry permit eligibility decisions in compliance with the Illinois Firearm Owners Identification Card Act, 18 U.S.C 922 (g) (Federal Firearm Possession Prohibition), and Firearm Concealed Carry Act. Receives training in documenting case decisions and findings, and entering information into appropriate computer systems. Receives training in modifying form letters used to notify the FOID card and/or concealed carry applicant(s) of eligibility decisions.
5. Receives training and progressively responsible work assignments in the review, analysis and interpretation of mental health history hits from the Illinois Department of Human Services (DHS) FOID reporting system; develops and refines skills in determining if mental health history hit(s) meet federal or State of Illinois firearms prohibiting criteria.
6. Receives on-the-job training to develop and refine skills in performing Internet research in various areas such as: finding and accessing on-line court systems; researching definitions of criminal justice terminology and federal, State of Illinois, and other states' criminal charges and laws related to firearms eligibility; accessing various FBI/NICS websites, including the Law Enforcement Online (LEO) system; obtaining information on alien status from Immigration and Customs Enforcement (ICE); and locating contact information.
7. Receives formal classroom and on-the-job training to develop, enhance, and refine communication, telephone and interpersonal competence skills; learns how to effectively respond to federal or other state's background information inquiries, and how to respond to general FOID card and concealed carry permit eligibility inquiries.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

DESIRABLE REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years of college.

Knowledges, Skills and Abilities

Requires elementary knowledge of database management systems.

Requires ability to utilize the Internet in researching criminal and mental health histories.

Requires ability to interpret, analyze, explain, and apply statutory requirements, rules, regulations and procedures in regard to FOID card and concealed carry permit eligibility.

Requires ability to analyze and compare information, draw conclusions, exercise discretion and judgment as related to determining FOID card and concealed carry permit eligibility.

Requires ability to communicate clearly and concisely, both orally and in writing, in order to explain FOID application and concealed carry permit processes and procedures.

Requires ability to establish and maintain cooperative working relationships with co-workers, and law enforcement and legal personnel at the federal and state level.

Requires exceptional interpersonal skills when dealing with the public and federal and state entities regarding FOID card and concealed carry permit eligibility issues.